

Chapter 4

Compensation and Review Policies

A. ACCURATE RECORDING OF TIME

Accurately recording time worked is the responsibility of every hourly employee. Federal and state laws require the County to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Hourly employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Employee time cards are due bi-weekly at or before 9:00 AM on the Friday opposite payday.

Salaried department heads and supervisors are not required to maintain a time card. However, if using sick leave or vacation, the salaried employee must complete a Salary Employee's Absence Report and turn it in to the Payroll Technician in the County Clerk's Office.

Tampering, altering, or falsifying time cards or recording time on another employee's time card may result in disciplinary action, up to and including termination.

It is the employee's responsibility to complete and sign his/her own time card to certify the accuracy of all time recorded. The supervisor will review and then sign the time card before submitting it for payroll processing. In addition, if corrections or modifications are made to the time card, both the employee and the supervisor must verify the accuracy of the changes by initialing the time card.

B. PAY PERIOD AND PAYDAY

Each payroll period is two weeks long, beginning on a Sunday and ending on Saturday. Payday for all County employees is bi-weekly on Friday.

The earnings and deductions statement shall indicate regular hours worked, the employee's rate of pay, overtime hours worked and all deductions made, within the limits of the computerized payroll system. For those who qualify, benefits paid will also be indicated.

All employees are paid by direct deposit. The earnings and deduction statements are given to employee's either in their departmental mailboxes or mailed to their homes, depending on the location of their department.

In order to process payroll and issue payment to an employee, it is necessary for the employee to be enrolled on the payroll system of the County. Payments will be delayed

if an employee has not completed the appropriate forms as prescribed by the County Administrator's Office to enroll the employee in the payroll system.

C. PAYROLL DEDUCTIONS

Certain deductions from your pay are required by law. Federal laws require that income and social security taxes be withheld. State law requires withholding for income tax purposes.

You may authorize additional deductions for deferred compensation, Section 125 plans, Wisconsin Retirement, health insurance, dental insurance, and such other deductions as authorized by Kewaunee County.

Unless prohibited by law, Kewaunee County will comply with any applicable collective bargaining agreement that requires union dues to be deducted from the pay of employees.

The law requires the County to make deductions from an employee's pay for matters such as garnishments, child support payments and bankruptcy payments. The County is not required to inform employees before deducting payments for such matters. The County reserves the right to deduct any garnishment processing fees or other legally authorized fees from the employee's pay.

D. PERFORMANCE EVALUATIONS

Periodic (yearly) performance evaluations are an important part of the employment relationship. This is an opportunity to communicate with employees to let them know how they are doing; to enable employees and supervisory personnel to work together to improve employee performance; to enable employees and supervisory personnel to improve service to County citizens; and to receive concerns from employees concerning any job difficulties that they may be having.

Employees, other than probationary employees, shall, to the extent practicable, be evaluated yearly. The performance evaluation should be completed by the department head (or supervisor) and reviewed together with the employee. Upon completion of the review, both the department head (or supervisor) and the employee should sign the document. The original should be forwarded to the County Administrator and a copy given to the employee, as well as a copy put in the department's file.

Some of the factors that are considered in the review are: quality, productivity, job knowledge, reliability, availability, independence, creativity, initiative, adherence to policy, interpersonal relationships, and behavior pattern. This evaluation shall take into consideration the current job description and pre-stated and agreed upon measurable objectives. Job descriptions shall be reviewed with each employee as part of the performance evaluation process.

Employees other than department heads are evaluated by their immediate supervisor. Department Heads are evaluated by the County Administrator.

E. MINIMUM CALL-IN PAY

When an employee is called-in to perform work outside of regular working hours, he or she shall be paid for a minimum of two-hours pay. Minimum call-in pay does not apply to situations where an employee is directed to report early for work or directed to work beyond the normal working hours. Minimum call-in pay applies to those situations where an employee is called in on a day or at a time that is detached from the normal hours of work.

F. PREMIUM PAY FOR HIGHWAY EMPLOYEES

Employees in the Highway Department who are called in to work between the hours of 12:00 AM and 7:00 AM, at any time between November 15 and May 15 shall receive a shift premium of one dollar and 50/100 (\$1.50) per hour for hours worked between 12:00 AM and 7:00 AM.

G. STAND-BY DUTY FOR HUMAN SERVICES EMPLOYEES

Human Services employees who accept weekly stand-by duty shall receive four (4) hours of compensatory time for each period of seven consecutive days of stand-by duty. An employee who is on stand-by for less than a full week shall receive prorated compensation.

Chapter 5 Benefit Policies

A. BENEFITS

The benefits provided below apply to permanent full-time employees working 2080 hours per year. Employees working less than 2080 hours will receive the benefits set forth in this chapter on a prorated basis. Employees that work less than 600 hours are not eligible for the benefits set forth in this chapter unless required by law or specifically provided for in this chapter.

B. VACATION

1. **Vacation Leave.** Each employee shall earn annual vacation leave with pay on the anniversary date of employment as follows:

1 week	after 6 months of service
1 week	after 1 year of service
2 weeks	after 2 years of service
2 weeks and 1 day	after 3 years of service
2 weeks and 2 days	after 4 years of service
2 weeks and 3 days	after 5 years of service
2 weeks and 4 days	after 6 years of service
3 weeks	after 7 years of service
3 weeks and 1 day	after 12 years of service
3 weeks and 2 days	after 13 years of service
3 weeks and 3 days	after 14 years of service
3 weeks and 4 days	after 15 years of service
4 weeks	after 16 years of service
5 weeks	after 25 years of service

2. **No Accumulation.**

- a. Except as stated in paragraph b., vacation shall not accumulated from year to year. The vacation leave authorized after the first six months of employment shall be used in the second six months of employment. All other vacation earned shall be used within the one year period commencing with the employees anniversary date.
- b. Notwithstanding paragraph a., employees may carry-over a maximum of 40 hours of unused vacation leave into the next 12 month period.

3. **Vacation Week.** A week of vacation is defined as forty (40) work hours.

4. **Donation of vacation.** An employee who has exhausted all his/her available leaves, including, without limitation, all his/her accrued sick leave, any compensatory time, vacation, and personal day, and who needs leave for continuing sickness or injury may file a request with the County Administrator

for donated leave. The Kewaunee County Administrator will seek donors via email or other means. Donors may donate any unused vacation. Donated hours will be valued at the lower rate of pay of the donor or recipient of the hours.

5. **Vacation Use Highway Department.** Employees with three weeks of vacation or more shall use at least one-third of their vacation between October 1st of the current year and April 1st of the following year.

C. HOLIDAYS

Eligible hourly employees shall receive eight (8) hours pay and salaried employees shall receive an equivalent of a full day's pay for the following holidays:

January 1
Friday preceding Easter
Memorial Day
July 4
Labor Day
Thanksgiving Day
Day after Thanksgiving
December 24
Christmas Day
December 26
Floating Holiday

Employees covered by a collective bargaining agreement shall only be eligible for the holidays provided in the collective bargaining agreement.

Landfill employees shall receive eight (8) hours pay for the following holidays:

January 1
Memorial Day
July 4
Labor Day
Thanksgiving Day
Christmas Day
Two (2) Floating Holidays

The holiday schedule may vary depending on the department with the approval of the Personnel, Advisory and Legislative Committee.

Kewaunee County may fix the date for floating holidays. If no date is fixed for a floating holiday, employees may schedule floating holidays with the consent of their immediate supervisor.

If a holiday falls on a Saturday, it shall be observed the preceding work day and if a holiday falls on a Sunday, it shall be observed on the following work day.

No holiday pay is to be paid to an employee who is absent from work on the work days immediately prior to or following such holiday unless such absence is due to sick leave, vacation leave, authorized or directed leave.

If a holiday falls during a vacation period, the employee shall be paid the holiday for that day and a vacation day will not be deducted from the employee's annual vacation leave.

If an employee is called in to work on a holiday, the Employee will receive holiday pay plus straight pay for hours worked.

D. HEALTH INSURANCE

Kewaunee County offers a medical plan for County employees. The County will pay that portion of the single plan and that portion of the family plan as authorized by the County Board. Medical insurance shall become effective the first day of the month following the first full 30 days of employment. Part-time employees must work a minimum of 600 hours per year to qualify for health insurance. Costs of the health insurance are then prorated based on the number of hours worked.

Retired employees and their spouses may remain on the County medical plan until the age of 65. Retired employees and spouses are required to pay 100% of the premium.

E. LIFE INSURANCE BENEFIT

Kewaunee County enrolls eligible employees in a term life insurance program with a death benefit in the amount of \$20,000 if the death occurs in the course of employment. Kewaunee County also provides an accidental death or dismemberment insurance to eligible employees.

F. BENEFITS CONTINUATION (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the employer's health plan when a "qualifying event" would normally result in the loss of eligibility.

Some common qualifying events are resignation, termination of employment, death of an employee, reduction in an employee's hours, leave of absence, employee's divorce or legal separation, a dependent child no longer meets eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at the employer's group rates.

The County Administrator's office provides each eligible employee with a written notice describing rights granted under COBRA. The notice contains important information about the employee's rights and obligations if they want to terminate coverage or continue coverage until they have coverage elsewhere, or the time period of extension has elapsed.

G. DENTAL INSURANCE

Kewaunee County offers a dental plan for County employees. The County will pay that portion of the single plan and that portion of the family plan as authorized by County Board. Dental insurance shall become effective the first day of the month following the first full 30 days of employment.

Part-time employees must work a minimum of 600 hours per year to qualify for dental insurance. Costs of the dental insurance are then prorated based on the number of hours worked.

H. WISCONSIN RETIREMENT

Employees may be eligible to participate in the Wisconsin Retirement System. All employees eligible for the Wisconsin Retirement System shall contribute a percentage of the contribution rate as follows:

Employees shall contribute a percentage of each payment of earnings in an amount as established by law. Kewaunee County will pay the remaining portion of the contribution rate on behalf of the employees.

Law enforcement employees shall contribute a percentage of each payment of earnings in an amount as established by an applicable collective bargaining agreement or as provided by law. Kewaunee County will pay the remaining portion of the contribution rate on behalf of law enforcement employees.

Nonrepresented managerial law enforcement employees shall contribute the same percentage of each payment of earnings as the law enforcement employees they manage or such other amount as required by law. Kewaunee County will pay the remaining portion of the contribution rate on behalf of non represented managerial law enforcement employees.

Contribution rates are determined by the Trust Funds Board and are subject to change.

I. DEFERRED COMPENSATION

The County provides the means under Section 457 of the Internal Revenue Code to defer earned income. Employees pay state/federal taxes on deferred income, usually on/after retirement. Income is deferred through payroll deduction. This program will not impact the calculation of Social Security benefits. At the present time, representatives from the

Nationwide Retirement Solutions meet on an individual basis every six months at the various work locations. Employees should consult with the County Clerk's office for more information concerning Deferred Compensation.

J. SECTION 125 FLEXIBLE BENEFIT PLAN

Kewaunee County offers a Section 125 Flexible Benefit Plan for employees. Employees may elect to deposit monies in flexible spending accounts on a pre-tax basis.

K. WORKERS COMPENSATION

The County provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Any employee who sustains a work-related injury or illness must inform his/her supervisor immediately, and the County Administrator's office within 24 hours of the injury/illness.

No matter how minor an on the job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither the County nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off duty recreational, social, or athletic activity sponsored by the employer.

If the employee is absent from work for three (3) days or less he/she will use their sick leave. If the employee is absent more than three (3) days, but less than ten (10) days, he/she will use sick leave for the first three (3) days and workers' compensation will pay a percentage of wages for the remaining seven (7) days. If the employee is absent for more than ten (10) days, workers' compensation will pay a percentage of wages for the entire time.

L. ALTERNATE WORK ASSIGNMENT/LIGHT DUTY

It shall be the policy of Kewaunee County to comply with all applicable State and Federal laws which affect the working status of employees who have been injured or ill. This procedure does not in any way constitute an employment contract and Kewaunee County reserves the right to amend this procedure at any time.

Employees injured on the job are encouraged to return to work as soon as possible. The return to work may include duties of a restricted nature or "light duty" as indicated by the employee's attending physician or health care practitioner. Departments are not required to return injured employees to work on a restricted basis if no productive work can be performed. Restricted return to work requests will be evaluated on a case by case basis. Departments must notify the County Administrator prior to the return to light duty employment.

Employees injured or disabled off the job may be allowed to return to work on restricted or "light duty" basis. Employees will be required to submit a physician's or health care provider's certification indicating the work restrictions, if any, under which they may return to work. Department heads should consider prior to allowing an employee to return to work on a restricted basis, the work would be out of the employee's job description, and if productive work will be performed. Departments must notify the County Administrator prior to an employee's return to work under a light duty or restricted return to work situation.

Kewaunee County desires that employees, unable to perform the functions of the regular job because of a work-related injury or illness that prevents their return to regular assigned duty, where possible, be temporarily assigned alternative productive work subject to necessary medical certification. Kewaunee County does not assign employees to non-productive work. It does however, desire to obtain the benefits of a temporary assignment of alternative productive work, which maintains a level of activity, which is productive and serves a therapeutic purpose, which quickens the employee's return to regular assignment. Alternative productive work is reserved for employees that are temporarily disabled because of a work-related injury or illness. Alternative productive work may be assigned within or outside an employee's regular department. **THE WORK ASSIGNED UNDER THIS POLICY IS NOT PERMANENT IN NATURE AND THE COUNTY RETAINS THE ABSOLUTE DISCRETION TO MODIFY WORK ASSIGNED HEREUNDER AT ANY TIME.**

Procedure:

1. An employee injured or suffering an illness, at work, will provide to their supervisor as soon as possible, written certification of any restrictions imposed upon them by a licensed medical provider. This will include the projected duration of the restriction(s).
2. The department head will evaluate the restriction(s) and determine if temporary assignment of alternative productive work is available. The department head may recommend assignment of restricted employee to such available work for the hours that such work is available.
3. It is expressly understood that:
 - a. No obligation exists for the County to provide, convert a regular job, or create a temporary assignment of alternative productive work.
 - b. Temporary assignment of alternative productive work does not create a regular employment opportunity, and is made as a temporary

assignment only, which will terminate at the conclusion of a specified time period. The specific end date of the assignment will be communicated clearly in writing to the employee upon temporary assignment of alternative productive work. Vacation and paid Holidays may be excluded in calculating period.

- c. Unused accrued vacation and sick leave may be used in lieu of a temporary assignment to alternative productive work.
 - d. The department head, based on the number of employees assigned such duty status will determine the amount of temporary assignment of alternative productive work available in any department.
 - e. Temporary assignment of alternative productive work is separate and distinct from the duties of the employee's regular job, however, the employee may be assigned to perform those duties of the regular job that the employee may perform without restriction or limitation.
 - f. An employee is entitled to remain on unpaid FMLA leave until the FMLA leave entitlement is exhausted. Nothing in this policy shall be construed as limiting an employee's state and federal FMLA rights.
 - g. Temporary assignment of alternative productive work may be considered only when an employee is certified as unable to perform the functions of their regular job.
 - h. An employee's regular work schedule may change during the temporary assignment of alternative productive work to accommodate the departments needs.
 - i. If alternative productive work is unavailable within an employee's regular department, the County may assign alternative productive work to the employee outside the employee's regular department.
- 4. The County Administrator will be contacted immediately by a supervisor prior to their making a recommendation of assignment of a restricted employee to temporary assignment of alternative productive work status.
 - 5. All temporary assignment of alternative productive work will be reviewed each thirty- (30) calendar day period by the respective department head and the County Administrator.

M. FAMILY AND MEDICAL LEAVE

Family & Medical Leave refers to unpaid family, caretaking and medical leave for eligible employees. Eligible employees may be able to take unpaid family, caretaking or medical leave under Federal and/or State law.

Wisconsin law allows employees who have worked at least 1, 000 hours in the past 12 months to take the following leave in a calendar year:

- 1. Up to 6 weeks of family leave for the birth or adoption of a child. This leave must begin and end within 16 weeks of the birth or adoption of a child.

2. Up to 2 weeks of family leave to care for a child, spouse, parent or spouse's parent suffering from a serious health condition.
3. Up to 2 weeks of medical leave for an employee to care for his/her own serious health condition, which render him/her unable to perform the essential functions of the job.

Federal law allows employees who have worked at least 1,250 hours and 12 months to take up to 12 weeks of leave during a twelve month period commencing with the first day of FMLA usage for one or more of the following reasons:

1. Family leave for the birth of an employee's child or because of the placement of a child with the employee for adoption or foster care.
2. Family leave to care for a child, spouse or parent suffering from a serious health condition. Federal law does not provide for leave for a spouse's parent.
3. Medical leave for an employee to care for their own serious health condition which renders them unable to perform the essential functions of the job.
4. Due to any qualifying exigency arising out of the fact that a covered military member is on active duty or called to active duty status in support of a contingency operation.

a. A "qualifying exigency" is defined as the following:

1. Short-notice deployment.
2. Military events and related activities.
3. Childcare and school activities.
4. Financial and legal arrangements.
5. Counseling.
6. Rest and recuperation.
7. Post-deployment activities.
8. Additional activities not encompassed by any of the above, but agreed to by the employer and employee.

b. A "covered military member" means the employee's spouse, son, daughter, or parent on active duty or called to active duty status.

If the employee qualifies for leave under both the Wisconsin and Federal leave, the leaves will run concurrently and will be deducted from an employee's leave entitlement under state and federal laws. Each work day or work week in which an employee works fewer than the regularly scheduled hours for that employee by using partial or intermittent leave, the specific amount taken will be deducted for purposes of computing leave taken and leave remaining. Intermittent leave may not be taken in increments of less than ¼ hour.

Procedure: Employees who need to take family leave for birth/adoption/foster care placement must request leave from their supervisor at least 30 days in advance of the need. Employees who take medical leave should make reasonable efforts to schedule planned medical treatments so as not to unduly disrupt business operations. Employees must provide at least 30 days notice for planned medical treatments for themselves or family members, and as much notice as practicable in emergency situations. Request for leave forms are available from the County Administrator's Office or on the Intranet.

Employees on medical leave may be required to provide a "fitness for duty" certification before they return to work to indicate that they can perform the essential functions of the job. This should be obtained from the health care provider.

Prior to leave commencing, an employee's health care provider may be required to complete and sign the necessary forms and medical certifications. These forms are available from the County Administrator's Office. If required, the completed certification must be returned no later than 15 days of receipt.

An employee may substitute accrued paid sick leave or other accrued leave for any portions of the unpaid 12-week leave period. However, after the first two weeks (caretaking leave and medical leave) or the first six weeks (family/parental leave) the County requires that any paid vacation or sick leave be substituted for the remaining leave period.

Upon return from family or medical leave, an employee will be returned to the position he/she held immediately prior to the leave if the position is vacant. If the position is not vacant, the employee will be placed in an equivalent employment position.

Military Caregiver Leave. Federal law allows eligible employees who are family members of covered service members to take up to 26 workweeks of leave in a single 12-month period to care for a covered service member with a serious illness or injury incurred in the line of duty on active duty.

"Family members of a covered service member" include the spouse, son, daughter, or parent, or next of kin of a covered service member.

A "son or daughter of a covered service member" means the covered service member's biological, adopted, or foster child, stepchild, legal ward, or a child for whom the covered service member stood in loco parentis, and who is of any age.

A "parent of a covered service member" means a covered service member's biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the covered service member. This term does not include parents "in law."

The "next of kin of a covered service member" is the nearest blood relative, other than the covered service member's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the service member by

court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made, and there are multiple family members with the same level of relationship to the covered service member, all such family members shall be considered the covered service member's next of kin and may take FMLA leave to provide care to the covered service member, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered service member's only next of kin. For example, if a covered service member has three siblings and has not designated a blood relative to provide care, all three siblings would be considered the covered service member's next of kin. Alternatively, where a covered service member has a sibling(s) and designates a cousin as his or her next of kin for FMLA purposes, then only the designated cousin is eligible as the covered service member's next of kin. An employer is permitted to require an employee to provide confirmation of covered family relationship to the covered service member.

A "covered service member" is defined as a current member of the Armed Forces, including a member of the National Guard or Reserves, or a member of the Armed Forces, the National Guard or Reserves who is on the temporary disability retired list, who has a serious injury or illness incurred in the line of duty on active duty for which he or she is undergoing medical treatment, recuperation, or therapy; or otherwise in outpatient status; or otherwise on the temporary disability retired list. Eligible employees may not take leave under this provision to care for former members of the Armed Forces, former members of the National Guard and Reserves, and members on the permanent disability retired list.

The "single 12-month period" begins on the first day the eligible employee takes FMLA leave to care for a covered service member and ends 12 months after that date, regardless of the method used by the employer to determine the employee's 12 workweeks of leave entitlement for other FMLA-qualifying reasons. If an eligible employee does not take all of his or her 26 workweeks of leave entitlement to care for a covered service member during this "single 12-month period," the remaining part of his or her 26 workweeks of leave entitlement to care for the covered service member is forfeited.

A "serious injury or illness" means an injury or illness incurred by a covered service member in the line of duty on active duty that may render the service member medically unfit to perform the duties of his or her office, grade, rank or rating.

An eligible employee is entitled to a combined total of 26 workweeks of leave for any FMLA-qualifying reason during the "single 12-month period", provided that the employee is entitled to no more than 12 weeks of leave for one or more of the following: because of the birth of a son or daughter of the employee and in order to care for such son or daughter; because of the placement of a son or daughter with the employee for adoption or foster care; in order to care for the spouse, son, daughter, or parent with a

serious health condition; because of the employee's own serious health condition; or because of a qualifying exigency. Thus, for example, an eligible employee may, during the "single 12-month period," take 16 weeks of FMLA leave to care for a covered service member and 10 weeks of FMLA leave to care for a newborn child. However, the employee may not take more than 12 weeks of FMLA leave to care for the newborn child during the "single 12-month period," even if the employee takes fewer than 14 weeks of FMLA leave to care for a covered service member.

This policy provides an introduction to the rights provision of the family and medical leave laws. Specific questions an employee may have about this law, substitution, insurance and benefits, etc. should be directed to the County Administrator's Office.

N. SICK LEAVE

1. **Actual time lost.** All employees shall be granted sick leave with pay for actual time lost according to the provisions of this Section.
2. **Maximum Accumulation.** Payment for leave of absence due to sickness or accident shall be allowed to all employees on the basis of eight (8) hours per month of continuous service, to a cumulative maximum amount of nine hundred sixty (960) hours; providing no payments to the employee were made under the Worker's Compensation Act.
3. **Permitted uses of sick leave.** Accumulated sick leave may be used for:
 - a. Any leave permitted under the State or Federal family and medical leave acts.
 - b. Sick leave may be taken when an employee is prevented from performing duties because of sickness, injury or pregnancy.
 - c. Sick leave may be taken when an employee needs to care for an immediate family member who requires care because of sickness, injury or pregnancy.
 - d. Sick leave may be taken when an employee has an appointment with a medical doctor, dentist, physician's assistant, nurse practitioner, chiropractor, psychologist or optometrist. Employees shall make every effort to schedule appointments outside of working hours.
 - e. Sick leave may be taken when it is necessary for the employee to accompany an immediate family member to an appointment with a medical doctor, dentist, physician's assistant, nurse practitioner, chiropractor, psychologist, or optometrist. Employees shall make every effort to coordinate with immediate family members to schedule appointments outside of working hours.

- f. Immediate family for the purposes of permitted uses of sick leave is defined as those individuals who live in the same household as the employee and are related by kinship, adoption, or marriage; or are foster children; and an employee's minor child regardless of whether the child lives in the same household.
- 4. **Replacement of hours.** Sick leave taken and allowed shall be subtracted from the cumulative number of hours credited to the employee's account. Replacement of such sick leave hours used under this Section shall be acquired upon return to active service at the rate of eight (8) hours per month of continuous service until the cumulative total reaches the maximum of nine hundred sixty (960) hours.
- 5. **Medical Certificate.** Commencing with the third consecutive day of absence due to sickness a certificate issued by a qualified licensed medical doctor, dentist, physician's assistant, nurse practitioner, chiropractor, optometrist, or psychologist shall be required from all employees upon return to work in order to qualify for sick leave benefits. Sick leave shall be granted only in full hour increments, and must be reported accordingly.
- 6. **Unused sick leave.** Upon retirement, an employee shall be credited with the cash equivalent of eighty-five percent (85%) of the employee's accumulated but unused sick leave up to a maximum of seven hundred twenty (720) hours. Said monies shall remain on account with the Employer and shall be used to pay for the cost of continued group health insurance coverage until exhausted.
- 7. **Sick leave for part-time employees.** Paid sick leave shall be granted to those employees classified as part-time under this policy on a prorated basis and only if an employee works a minimum of 600 hours per year.
- 8. **Employees hired on or after January 1, 2013:**
 - a. The maximum accumulation set forth in Paragraph 2 above shall be eight hundred fifty (850) hours.
 - b. The maximum accumulation set forth in Paragraph 4 above shall be eight hundred fifty (850) hours.
 - c. The unused sick leave credit set forth in Paragraph 6 above shall be seventy percent (70%) of the employee's accumulated but unused sick leave up to a maximum of five hundred ninety-five (595) hours.

O. BEREAVEMENT (FUNERAL) LEAVE

- 1. **Funeral Leave for Employee Family**

- a. In the event of a death of an employee's father, mother, husband, wife, brother, sister, son, daughter, stepfather, stepmother, stepson, stepdaughter, father-in-law, mother-in-law, grandchild, such employee will be paid for straight time lost from scheduled work not to exceed three (3) consecutive scheduled work days beginning no later than the first working day after the date of the funeral.
 - b. In the event of a death of an employee's brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandfather, grandmother, such employee will be paid for straight time lost from scheduled work not to exceed one (1) scheduled work day beginning no later than the first working day after the date of the funeral.
2. **Funeral Leave for Fellow Employees.**
- a. When the funeral of a Kewaunee County employee occurs on a regular workday (Monday through Friday) current employees in the deceased employee's department present at the funeral shall be granted one (1) day of funeral leave with pay.
 - b. When the funeral of a current full-time or part-time Kewaunee County employee occurs on a regular workday (Monday through Friday) employees present at the funeral shall be granted four (4) hours funeral leave with pay. Any additional time away from duty will be treated, at the employee's option, as vacation, compensatory time, or unpaid leave.
 - c. Funeral leave for deceased county employees does not apply to temporary or part-time employees working 15 hours or less per week.
 - d. Department heads shall receive four (4) hours of funeral leave with pay for attending the funeral of a department head occurring on a regular workday.
3. Employees shall timely indicate the number of days and dates of funeral leave taken by an employee with the standard payroll forms. An employee may be required to furnish verification of the date of death, date of funeral, and relationship of the deceased.

P. JURY DUTY AND COURT APPEARANCES

An employee who is subpoenaed in connection with County business, called upon to serve jury duty, or called as a witness, will be paid his/her regular salary up to eight (8) hours per day. The employee will not be entitled to jury duty pay or witness fees in addition to his/her regular pay and must immediately tender any such payment to the County.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits. Either

the employer or the employee may request an excuse from jury duty if, in the employer's judgment, the employee's absence would create serious operational difficulties.

No employee will receive salary for attending court in cases involving a criminal act by the employee or a civil case initiated by the employee.

Q. MILITARY RESERVE

An annual leave of absence for the two (2) weeks of mandatory training shall be granted to those employees who are members of the Armed Forces Reserve Components that actually participate during said period in accordance with the Universal Military Training and Service Act of 1951 as amended. Payment for said leave of absence shall be made for the difference between the compensation paid by the Armed Services to said employee and the regular amount of wages that the said employee would have earned (the product of the normal work week times the occupational rate classification) provided said employee was not on said leave of absence. The payment of said difference in earnings shall be upon presentation of a true copy of the reservist's earning record of payment by the Armed Forces for said period of leave of absence.

R. LEAVES OF ABSENCE

Department Heads may grant an employee an unpaid leave of absence for up to one week. The County Administrator may grant an employee an unpaid leave of absence for up to three weeks. Any requests for unpaid leaves of absence exceeding three weeks shall be directed to the Personnel, Advisory and Legislative Committee for consideration.

Chapter 6

Rules and Regulations

A. DISCIPLINE POLICY

Whenever and wherever people work together, certain standards of reasonable conduct need to be established in order to maintain an orderly and efficient work atmosphere.

Corrective discipline is not intended to punish employees. The intent of discipline is to impress upon employees the County's expectations and to provide employees with the tools to be successful. The County desires to take measures which are targeted to correct whatever problem the employee has and to make the employee aware of the importance of abiding by County operating policies and procedures.

Employees whose performance falls short of expected levels or who violates norms of work behavior may be disciplined by their supervisors. Except where otherwise specifically provided for in a collective bargaining agreement, supervisors may use discipline in an attempt to induce positive change in the employee's performance. Supervisors may utilize oral reprimand, written reprimand, performance improvement plans, suspension or termination. Discipline will be meted out on a case-by-case basis taking into account the facts and circumstances of the infraction, the employee's work history, prior discipline, other similar disciplinary matters, and such other relevant considerations for the facts at hand.

Nothing in the paragraph limits the power of management to immediately suspend or terminate an employee at its discretion.

It is not possible to list every conceivable infraction for which discipline may be imposed and the County can amend the following guidelines at any time. For illustrative purposes only, the following types of conduct are unacceptable in our workplace:

1. Incompetence or inefficiency.
2. Theft or misappropriation of County or employee property or any form of dishonesty.
3. Falsifying records or information.
4. Refusal to follow the direct order of a supervisor or management.
5. Fighting with, threatening or intimidating the general public or other employees.
6. Use or possession of controlled substances or alcoholic beverages on County premises while on duty, or when expected to return to duty.
7. Reporting for work under the influence of controlled substances or alcoholic beverages.
8. Harassment of any employee because of race, color, religion, age, sex, national origin, handicap, ancestry, sexual orientation, marital status, or arrest or conviction record.
9. Being absent without notice.

10. Excessive absenteeism.
11. Failure to report absence.
12. Habitual tardiness.
13. Leaving the job without permission.
14. Excessive time at break periods.
15. Engaging in conduct or activities which may serve to lengthen the healing period for a work related injury or illness.
16. Sleeping on the job.
17. Destruction or defacing of County or other employee's property or equipment.
18. Misuse or unauthorized use of County property.
19. Failure to promptly report defective equipment or safety hazards.
20. Horseplay or violation of safety procedures.
21. Possessing weapons or explosives of any type on County property without County authorization.
22. Engage in illegal activities off the job, the circumstances of which substantially relate to the circumstances of the job.
23. Substandard quality and quantity of work, including deliberate reduction of output.
24. Failure to complete reports promptly and accurately.
25. Unacceptable appearance.
26. Discourteous treatment of the general public or co-workers or the use of profanity or threatening language.
27. Sick leave abuse.
28. Any other activity which is not compatible with good public service.
29. Knowingly making false or malicious statements with the intent to harm or destroy the reputation, authority or official standing of individuals or organizations.
30. The use of telephones, cellular telephones, PDAs, or other similar electronic communication devices during working hours for personal matters is prohibited.

B. UNION BUSINESS PROHIBITED DURING WORKING TIME

Employees may not solicit for membership or carry on any union business during working time.

C. EMPLOYEE GRIEVANCE PROCEDURE

1. **Authority.** This Employee Discipline Procedure is adopted pursuant to Wis. Stat. §66.0509.
2. **Definitions**
 - a. "Days" means calendar days. Saturdays, Sundays and Holidays shall be counted. In counting days, the day of the act, event or occurrence

from which the designated period of time begins to run shall not be included. The last day of the period so counted shall be included, unless it is a day County offices are closed, then the last day shall be the next calendar day County offices are open. The last day ends at the time County offices close on the last day.

- b. "Employee" means a full-time or permanent part-time employee of Kewaunee County. Excluded from the definition of employee are elected officials, limited term employees, contractors, employees covered by a collective bargaining agreement containing a grievance procedure, and any employees who serve at the pleasure of an appointing official as provided by the Wisconsin Statutes. The definition of employee also excludes any employee who is on probationary status, or if no probationary status exists, employees in their first year of employment are excluded.
- c. "Employee Discipline" means suspension or termination from employment.
- d. "Good Cause" means 1) the party seeking a deviation from the rules has acted diligently and in good faith, 2) the opposing party has not been unfairly prejudiced, and 3) the party seeking a deviation from the rules has acted promptly to remedy the situation.
- e. "Suspension," for the purposes of the employee discipline procedure, means the employee is involuntarily suspended from employment without compensation for unsatisfactory performance or misconduct for a period greater than one regularly scheduled workday, or any second full workday suspension for unsatisfactory performance or misconduct occurring within a one-year period. Suspension does not include any voluntary leave of absence, furlough, layoff, workforce reduction, job transfers or demotions, medical leave, or military leave.
- f. "Termination," for the purposes of the employee discipline procedure, means the employee is involuntarily dismissed from employment for unsatisfactory performance or misconduct. Termination does not include voluntary termination, layoffs, workforce reduction, job transfers or demotions, action taken as a result of an employee failing to meet the qualifications of a position, end of employment due to disability, retirement, or end of employment due to the completion of a contract.
- g. Time Limits. All time limits set forth herein are to be strictly adhered to unless both parties mutually agree to waive the applicable time limit. In addition, an impartial hearing examiner may permit exceeding

a time limit for conducting a Pre-Hearing Conference or Final Hearing for good cause.

3. General Complaint Procedure

- a. Any complaint concerning employee discipline shall be raised with the Kewaunee County Administrator in writing within 7 days of its occurrence or shall be considered waived. Such complaint shall be resolved as follows:

1. **Step One:** By a meeting with the Kewaunee County Administrator, the Department Head and the complaining employee. The Kewaunee County Administrator shall reduce his/her decision to writing with a copy to the complaining employee no later than 7 days from the date of the Step One Meeting. No right to appeal to the Second Step shall accrue in the event the complaint is sustained or the employee agrees to an adjustment of the employee discipline.
2. **Step Two:** In the event the complaint is not resolved in Step One, the complaining employee must prepare a written request for a final hearing no later than 7 days from the date on which the written denial is received by the complaining employee. The written request for a final hearing must be filed with the Kewaunee County Administrator and a copy delivered to the Department Head.

4. Final Hearing Procedures

- a. **Appointment of an impartial hearing examiner.**

1. **Suspension Cases.** The Kewaunee County Administrator will appoint an impartial hearing examiner to hear all suspension cases from a list of impartial hearing examiners approved by the Kewaunee County Board of Supervisors.
2. **Termination Cases.** In termination cases the Kewaunee County Administrator shall provide the complaining employee a list of at least three impartial hearing examiners approved by the Kewaunee County Board of Supervisors. The employee may, within 5 days of receipt of the list of examiners, rank the hearing examiners in order of preference and return the list to the Kewaunee County Administrator. The Kewaunee County Administrator will contact the impartial hearing examiners in order of the employee's preference. If the employee fails to provide the Kewaunee County Administrator with a ranked list of examiners, the Kewaunee

County Administrator will arrange for one of the examiners on the list to serve as the impartial hearing examiner.

- b. **Scheduling for a suspension case.** In suspension cases the impartial hearing examiner shall convene a final hearing within 30 days from the date the employee filed the request for a final hearing with the Kewaunee County Administrator.
- c. **Pre-hearing conference; Scheduling for a termination case.** In termination cases the impartial hearing examiner shall convene a Pre-Hearing Conference within 10 days from the date the employee filed the request for a final hearing with the Kewaunee County Administrator. At the Pre-Hearing Conference the impartial hearing examiner shall set a final hearing date, resolve any evidentiary or procedural questions by order, and take any other action necessary to ready the matter for a final hearing. The final hearing shall be scheduled within 30 days of the Pre-Hearing Conference. The Pre-Hearing Conference may be held in person, via telephone, or by audio/visual means at the discretion of the impartial hearing examiner.
- d. **Discovery; Disclosure of Evidence.** There shall be no pre-hearing discovery. The Employee and the County shall exchange a list of witnesses they intend to call at the hearing and any documents and exhibits they intend to introduce at the hearing no less than 10 days before the hearing. The parties shall provide a copy of the witness list, documents and exhibits to the impartial hearing examiner. No witness, exhibit or document which was not identified or exchanged by a party may be introduced absent a finding by the impartial hearing examiner that there was good cause for the failure of the party to identify a witness or document within the disclosure deadline.
- e. **Final Hearing Procedures.** The impartial hearing examiner shall preside over the hearing. At the hearing, the employee may have representation by an attorney and may present evidence and call and examine witnesses and cross-examine witnesses of the other party. Such witnesses shall be sworn by the impartial hearing examiner. The impartial hearing examiner shall take notes of all the testimony, mark and preserve all exhibits. The rules of evidence do not apply at a final hearing. The impartial hearing examiner shall admit all testimony having reasonable probative value, but shall exclude immaterial, irrelevant, or unduly repetitious testimony. Hearsay evidence may be admitted if the impartial hearing examiner is satisfied the evidence is reliable. The impartial hearing examiner may not make any finding or conclusion based solely on hearsay evidence. The impartial hearing examiner may order the proceedings to be recorded by a digital recording device or some other reliable audio/visual means.

1. **Suspension Case.** At the close of the evidentiary portion of the hearing, the impartial hearing examiner shall provide each party an opportunity to make oral closing arguments. The impartial hearing examiner shall render a written decision within 10 days of the close of the hearing.
 2. **Termination Case.** At the close of the evidentiary portion of the hearing, the impartial hearing examiner may hear closing arguments, establish a briefing schedule or both. The impartial hearing examiner shall render a written decision within 20 days of the close of the record.
- f. **Burden of Proof.** In all cases, the complaining employee bears the burden of proof by clear, convincing and satisfactory evidence that the suspension or termination of the employee was arbitrary and capricious.
 - g. **Decision.** In rendering a decision, the impartial hearing examiner must decide: 1) Was Kewaunee County's decision to impose discipline upon the employee in the first instance arbitrary and capricious?; and, if applicable, 2) Was Kewaunee County's decision concerning the actual discipline imposed arbitrary and capricious? The impartial hearing examiner may not change or modify any discipline imposed. The impartial hearing examiner shall provide the reasons for the determination reached in its written decision.
 - h. **Sustained Complaints.** In the event a disciplinary decision by Kewaunee County is found to be arbitrary and capricious, the Kewaunee County Personnel, Advisory, and Legislative Committee shall review the matter to determine if a lesser form of discipline or other corrective action is warranted. The Personnel, Advisory and Legislative Committee shall decide whether or not the employee will receive back pay for any work time missed as a result of discipline that was reversed by an impartial hearing examiner.
5. **Appeal of a Final Hearing Decision**
- a. An employee or Kewaunee County may, within 7 days of receipt of the decision of the impartial hearing examiner, appeal the decision to the County Board of Supervisors by filing a written notice of appeal with the County Clerk and delivering a copy to the Kewaunee County Administrator.
 - b. The written notice of appeal must contain a statement explaining the reasons for the appeal.

- c. Any arguments Kewaunee County or the employee wishes the County Board to consider may be submitted in writing provided the written arguments are received by the County Clerk at least 7 days prior to the County Board meeting at which the appeal will be heard.
- d. The appeal will be placed on the agenda for the first County Board meeting that is held at least 10 days after the County Clerk receives a written notice of appeal. The appeal will be noticed for consideration in closed session pursuant to Wis. Stat. §19.85(1)(b) pertaining to the dismissal, demotion, licensing or suspension of a public employee. The County Clerk will provide a copy of the meeting notice to the employee, and the employee may request that an open session be held.
- e. The employee has the right to be represented by an attorney. The employee and the employee's attorney may attend the closed session. The employee or the employee's attorney may address the County Board. The employee and the employee's attorney will be excluded from any closed session while the County Board engages in deliberation of the appeal.
- f. The County Board's consideration of the appeal will be limited to review of the record and any oral or written arguments to determine whether there was any procedural error or any abuse of discretion.
- g. The County Board will convene in open session when the Board concludes discussing and deliberating the appeal. The Chairperson of the Board will call for motions to: 1) affirm the decision of the impartial hearing examiner, 2) reverse the decision of the impartial hearing examiner, 3) remand the matter for further proceedings, or 4) substitute a lesser discipline. The County Board will vote on motions duly made and seconded and a simple majority vote shall decide the appeal. The decision of the impartial hearing examiner will stand in the event of a tie vote.
- h. The County Board Chair shall prepare and sign a written determination reflecting the County Board's Decision. The County Board may enlist the assistance of the Corporation Counsel in preparing the written determination. A copy of the determination will be provided to the employee within 10 calendar days following the County Board's decision.
- i. The decision of the County Board is final.

D. WORKPLACE SAFETY

Establishment and maintenance of a safe work environment is the shared responsibility of Kewaunee County and employees from all levels of the organization. The County will take all reasonable steps to assure a safe environment and compliance with federal, state, and local safety regulations.

Employees are expected to obey safety rules and to exercise caution in all their work activities. They are asked to immediately report any unsafe conditions to their supervisor. Not only supervisors, but employees at all levels of the organization are expected to correct or report unsafe conditions as promptly as possible.

All accidents, (on County property or while conducting business for the County) that result in injury must be reported to the appropriate supervisor and to the County Administrator's office within twenty-four (24) hours, regardless of how insignificant the injury may appear. Such reports are necessary to comply with laws and initiate insurance and worker's compensation procedures.

E. WORKPLACE SAFETY GRIEVANCE PROCEDURE

1. **Authority.** This Workplace Safety Grievance Procedure is adopted pursuant to Wis. Stat. §66.0509.
2. **Conditions precedent to filing a Workplace Safety grievance.**
 - a. An employee may not file a grievance relating to a condition that the employee believes constitutes a workplace safety violation unless the employee has first reported the condition to the Kewaunee County Administrator in writing.
 - b. Upon receipt of a notice alleging a workplace safety violation, the County shall have 14 days in which to investigate the condition and advise the employee in writing that the County: has determined that the condition does not constitute a workplace safety violation and will not be taking corrective action; or will be taking corrective action in accordance with law to address the condition. No workplace safety grievance may be initiated if the County advises the employee that it will be taking corrective action in accordance with the law and has commenced corrective action.
3. **Initiating a grievance regarding workplace safety.**
 - a. An employee may initiate a grievance concerning workplace safety under any standard established or adopted under Wisconsin Administrative Code Chapter Comm 32 within 5 days of receipt of notice from the County that it will not be taking corrective action with respect to the alleged workplace safety violation or as soon as the

grievant knew or should have known the County has failed to commence corrective action in accordance with the law.

- b. If a grievance is untimely or incomplete, the Kewaunee County Administrator shall respond to the grievant in writing identifying the information needed to complete the grievance. The employee shall have 5 days to provide the requested information to the Kewaunee County Administrator. Failure to respond to the Kewaunee County Administrator for additional information shall constitute a waiver and abandonment of the right to use the grievance procedure. If the Kewaunee County Administrator believes the grievance is incomplete after receipt of additional information from the employee, the Kewaunee County Administrator shall forward the grievance to the Kewaunee County Personnel, Advisory and Legislative Committee for a final determination as to whether or not the grievance will proceed to a hearing before an impartial hearing examiner.

4. **Hearing before an impartial hearing examiner.**

- a. **Appointment of impartial hearing examiner.** The Kewaunee County Administrator will appoint an impartial hearing examiner to hear all properly filed workplace safety grievances.
- b. **Scheduling for a hearing.** The impartial hearing examiner shall convene a hearing within 30 days of appointment.
- c. **Discovery; Disclosure of Evidence.** There shall be no pre-hearing discovery. The Employee and the County shall exchange a list of witnesses they intend to call at the hearing and any documents and exhibits they intend to introduce at the hearing no less than 10 days before the hearing. The parties shall provide a copy of the witness list, documents and exhibits to the impartial hearing examiner. No witness, exhibit or document which was not identified or exchanged by a party may be introduced absent a finding by the impartial hearing examiner that there was good cause for the failure of the party to identify a witness or document within the disclosure deadline.
- d. **Hearing Procedures.** The impartial hearing examiner shall preside over the hearing. At the hearing, the employee may have representation by an attorney and may present evidence and call and examine witnesses and cross-examine witnesses of the other party. Such witnesses shall be sworn by the impartial hearing examiner. The impartial hearing examiner shall take notes of all the testimony, mark and preserve all exhibits. The rules of evidence do not apply at a final hearing. The impartial hearing examiner shall admit all testimony having reasonable probative value, but shall exclude immaterial,

irrelevant, or unduly repetitious testimony. Hearsay evidence may be admitted if the impartial hearing examiner is satisfied the evidence is reliable. The impartial hearing examiner may not make any finding or conclusion based solely on hearsay evidence. The impartial hearing examiner may order the proceedings to be recorded by a digital recording device or some other reliable audio/visual means. At the close of the evidentiary portion of the hearing, the impartial hearing examiner shall provide each party an opportunity to make oral closing arguments. The impartial hearing examiner shall render a written decision within 20 days of the close of the hearing.

- e. **Burden of Proof.** The employee shall have the burden of proving by a preponderance of the evidence that the condition identified by the employee constitutes a workplace safety violation and that corrective action is required.
- f. **Decision.** The impartial hearing examiner shall provide the reasons for the determination reached in its written decision. If the workplace safety grievance is sustained, the impartial hearing examiner may issue an order which includes a statement as to the particular provisions of Wisconsin Administrative Code Chapter Comm 32 that are implicated by the Workplace Safety grievance and order the County to take corrective action in accordance with the law. The impartial hearing examiner shall have no authority to require the County to take any specific corrective action or provide any specific remedy in response to any sustained grievance.

5. **Appeal of Hearing Decision.**

- a. An employee or Kewaunee County may, within 7 days of receipt of the decision of the impartial hearing examiner, appeal the decision to the County Board of Supervisors by filing a written notice of appeal with the County Clerk and delivering a copy to the Kewaunee County Administrator.
- b. The written notice of appeal must contain a statement explaining the reasons for the appeal.
- c. Any arguments Kewaunee County or the employee wishes the County Board to consider may be submitted in writing provided the written arguments are received by the County Clerk at least 7 days prior to the County Board meeting at which the appeal will be heard.
- d. The appeal will be placed on the agenda for the first County Board meeting that is held at least 10 days after the County Clerk receives a written notice of appeal.

- e. The employee has the right to be represented by an attorney. The employee or the employee's attorney may address the County Board. The County Board may, subject to Wisconsin Open Meetings law, convene in closed session.
- f. The County Board's consideration of the appeal will be limited to review of the record and any oral or written arguments to determine whether there was any procedural error or any abuse of discretion.
- g. The County Board will convene in open session when the Board concludes discussing and deliberating the appeal. The Chairperson of the Board will call for motions to: 1) affirm the decision of the impartial hearing examiner, 2) reverse the decision of the impartial hearing examiner, 3) remand the matter for further proceedings, or 4) order that corrective action be taken according to law. The County Board will vote on motions duly made and seconded and a simple majority vote shall decide the appeal. The decision of the impartial hearing examiner will stand in the event of a tie vote.
- h. The County Board Chair shall prepare and sign a written determination reflecting the County Board's Decision. The County Board may enlist the assistance of the Corporation Counsel in preparing the written determination. A copy of the determination will be provided to the employee within 10 calendar days following the County Board's decision.
- i. The decision of the County Board is final.

F. OFFICE MAINTENANCE

- 1. Desktops must be cleared off if you wish to have the custodial staff clean your desk.
- 2. Contact the Maintenance Manager on heating and air conditioning problems. Thermostats are to be adjusted by the Maintenance staff only.
- 3. Windows must be closed and locked at night, lights must be turned off, and all other electronics must also be shut off.
- 4. Window sills and/or floor space is not to be used for storage.
- 5. Refreshments are allowed in the work area, but please use discretion. Employees are expected to throw empty cans/trash away into appropriate containers.
- 6. Any alteration, change or remodeling that will have an effect on the HVAC or lighting must have prior approval by the Public Property Committee and/or Maintenance Manager.

G. DRIVER'S LICENSES

Suspension, revocation or other loss of license may result in termination if an employee's duties require a driver's license or a commercial driver's license. An employee shall notify his/her immediate supervisor and the County Administrator immediately upon suspension, revocation or other loss of license. The County may attempt to place the employee in another position if a position is available. The County will not displace another employee to accommodate an employee who has lost driving privileges. Any employee temporarily or permanently placed in another position will receive the wages and work the hours the new position provides.

Chapter 7

Termination of Employment

A. EXIT INTERVIEWS

In cases of resignation or retirement, Kewaunee County will generally schedule exit interviews at the time of employment termination. Department Head exit interviews will be conducted by the County Administrator. All other interviews will be conducted by the supervisor/department head.

The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, and return of Kewaunee County owned property. Suggestions, complaints, and questions can also be voiced.

B. RESIGNATIONS

Resignation is a voluntary act initiated by the employee to terminate employment with the employer. An employee may quit employment with the County at any time. An employee may be dismissed at any time at the option of the County. The publishing of this Personnel Handbook does not guarantee or make a promise of employment.

Employees are encouraged to give two (2) weeks written notice of intent to terminate their employment. This resignation should be given to the employee's supervisor and should indicate the last day they will be available for work.

Department heads and supervisors are requested to give four (4) weeks written notice to the County Administrator.

Resignations shall be viewed as evidence of the person's intent to resign as long as it is a voluntary statement. Resignations that are reached as part of a discharge agreement shall be binding. Resignations are valid upon the acceptance by the appropriate supervisor.

C. RETURN OF PROPERTY

Employees are responsible for all property (i.e. keys, software, calculators, pagers, tools, books, etc.), materials or written information issued to them or in their possession or control. Employees must return all Kewaunee County property immediately upon request or upon termination of employment. Kewaunee County may also take all action deemed appropriate to recover or protect its property.



RESOLUTION NO. 32-12-14

A RESOLUTION APPROVING PERSONNEL POLICIES

TO THE HONORABLE KEWAUNEE COUNTY BOARD OF SUPERVISORS:

WHEREAS, the Personnel, Advisory and Legislative Committee considered and hereby recommends approval of the following Personnel Policy:

RECLASSIFICATION POLICY

Kewaunee County classifies positions according to the nature and difficulties of the duties and responsibilities assigned employees appointed to such positions. Reclassification is proper when substantial changes in the duties and responsibilities of individual positions occur.

1. An employee or a department head may initiate a request for reclassification of a current position. Reclassification requests are due to the County Administrator's office on or before the first day of June for the following budget year.
2. Reclassification requires the employee and the department head to document significant changes in existing duties since the most recent review. A change of duties may result from reorganization or from a logical and gradual change of responsibilities over a time. Reclassification is only proper for permanent changes in duties and responsibilities.
3. A request for reclassification must be in writing and include a Position Classification Review Form and a new Job Description Questionnaire with notes indicating duties that have changed since the last review. The Questionnaire must be completed and signed by the employee and reviewed and signed by the department head and the County Administrator. At each level of review, the department head and the County Administrator will verify or comment on the accuracy of responses.
4. The County Administrator will submit the Questionnaire and any supporting documentation to the Personnel, Advisory and Legislative Committee for evaluation. The Personnel, Advisory and Legislative Committee may seek the assistance of an outside firm to assist in the reclassification evaluation process.
5. The Personnel, Advisory and Legislative Committee will determine if Reclassification is appropriate and the decision is final for one year.

NOW, THEREFORE, BE IT RESOLVED, by the Kewaunee County Board of Supervisors duly assembled this 16th day of December 2014, that the Board approves and adopts the proposed Personnel Policy.

Respectfully Submitted,

PERSONNEL, ADVISORY AND LEGISLATIVE COMMITTEE

Harry Harkness *Blondine*
Tom Rind *Jim T. Zipp*
Kaye E. Schellin *Ronald H. Hauer*
Joseph R. Schellin *Linda Schellin*
Robert W. Schellin

APPROVED AS TO FORM

Jeffrey R. Wisnicky
Corporation Counsel

FISCAL IMPACT STATEMENT:

Not determinable.

	YES	NO	ABSENT	ABSTAIN
Banes, P.	✓			
Crevillon, D.	✓			
Garfield, R.	✓			
Haskins, V.	✓			
Heldmann, B.	✓			
Hauer, R.	✓			
Jahnke, S.	✓			
Krohman, L.	✓			
Luff, L.	✓			
Mendell, J.	✓			
Pease, G.	✓			
Pege, J.	✓			
Peider, R.	✓			
Reckelberg, G.	✓			
Rondervin, T.	✓			
Shella, K.	✓			
Shukla, L.	✓			
Tebon, K.			✓	
Wagner, C.	✓			
Weldner, R.	✓			
TOTALS	18	1	1	0

EMPLOYEE ACKNOWLEDGEMENT FORM

I have received a copy of the Kewaunee County Personnel Policy. I acknowledge that it is my responsibility to ask my supervisor/department head or the County Administrator questions about anything I do not understand.

I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices from the County Board and Department Heads. I understand that revised policies may supersede, modify, or eliminate existing policies. The Personnel, Advisory and Legislative Committee has the ability to change the policies in this handbook at any time. All substantive changes to the policies contained in this handbook will be approved by the County Board prior to implementation.

I have entered into my employment relationship with Kewaunee County voluntarily and acknowledge that there is not a specified length of employment. Accordingly, either the County or I can terminate the relationship at will, at any time, subject to law and any provisions of existing collective bargaining agreements.

I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Employee's Signature

Employee's Name (Typed or Printed)

Date

After you have read and signed this page, please detach the page from the booklet and return to your immediate supervisor. The original will be sent to the County Administrator's office and a copy retained in your department. Thank you.

